

Subject: Communications Committee Bulletin, 2/2/13

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Date: 02/02/2013 09:34 PM

To: regulars@lists.freegeek.org, All paid workers at Free Geek
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COMMUNICATIONS COMMITTEE BULLETIN
February 2, 2013

*** Documents related to the re-structuring are available online at [http://wiki.freegeek.org/index.php/2013 Restructuring Documents](http://wiki.freegeek.org/index.php/2013_Restructuring_Documents) ***

On January 31, the Board approved two important documents during the public portion of the meeting: a statement on how the Senior Management Team will report to the Board and a statement on how the Human Resources Partner will report to the Senior Management Team. They also gave preliminary approval to the idea of adding three middle-manager positions to the Retail Supervisor position filled in January: Receiving & Recycling Manager, Production Supervisor, and Tech Support Supervisor.

The Board will consider specific job descriptions for each position during the public portion of their February 6 meeting. Continued discussion of decision-making processes at Free Geek is also on the agenda, incorporating recommendations made at the January 31 meeting.

In executive session on January 31, the Board considered consultant Paul Lipscomb's recommendation to fill the Human Resources Partner position without a search by appointing Mark Kille, Free Geek's HR Administrator. Following an interview with Mark and some further deliberation, the Board approved this course of action. Until the Senior Management Team is in place, Mark will report to the Collective.

Questions recently received...

How will facilities maintenance be handled under the new structure?

--Darryl Kan, Liane Kocka and Richard Seymour are currently working on the job description for a bargaining unit position that will hold the primary responsibility for keeping Free Geek's facilities clean, safe and in good repair (among other duties).

How will volunteer coordination be handled under the new structure?

--The Director of Public Services will be responsible for ensuring that Free Geek has excellent volunteer logistics and appreciation. She or he may perform some of the necessary tasks or delegate some of them to other staff within the bounds of time and job descriptions. Stephen Getman, Darren Heiber, Cynthia Prevatte and Mark Kille are currently working on the transition plan for making sure nothing falls through the cracks as the Volunteer Coordinator position is phased out. Input from bargaining unit staff as well as volunteers is definitely welcome.

Will there be staff in the new structure who aren't managers, but who have a different pay scale or status from other bargaining unit staff because of "special" duties or required qualifications?

--The short answer: No.

--The longer answer: Article Eleven of the current Collective Bargaining Agreement does allow management to pay individual employees "above scale," but Free Geek has not conducted a recent job classification & compensation study that could provide data to inform such a decision. The urgency of confirming clear, accurate and reasonable job descriptions for all employees, however, is only increased by the re-structuring and is therefore a high immediate priority. It is important to keep in mind throughout this process that while Collective members became managers as Free Geek's organizational structure evolved over time, not every duty performed by a Collective member has been managerial in nature.

Why is Online Sales not included with the Thrift Store under a single manager?

--The Thrift Store is just now coming out of a year of significant staff turnover and strategic uncertainty. At this time, the bricks-and-mortar retail operation needs to explore its own distinctive strengths, weaknesses, opportunities and threats with the undivided attention of its manager.

--Further, the skills and techniques called for in growing our Online Sales program may turn out to be very applicable to Free Geek's identified priority of focusing on active fundraising as a neglected source of revenue. Keeping Online Sales under the direct supervision of the Director of Public Services at this time will make it easier to determine to what extent "cross-pollination" may be feasible or desirable.

Sincerely,
Your Communications Committee

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Mark Kille, HR Administrator
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